

- Q.1 DRD 07 NASA Form 533, Financial Management Reports, block 5 of the DRL states “Due with Proposal”. However, in block 9 it says, “initial 533 Report is due within 30 days of contract start.” Can you clarify?
- A.1 The initial 533 report will be due within 30 days from contract start. The Data Requirements List will be updated and amended to reflect this information.
- Q.2 L.16.4(a) Past Performance Factor Volume II says, “Offerors, including joint ventures, major subcontractors (subcontracts estimated annual value greater than \$1,000,000), and the proposed Program Manager shall provide information on up to five past contracts.” Then L.16.4(c) required the offeror provide “Consent Letters executed by each subcontractor”. Does this include minor subcontractors?
- A.2 Consent letters are not required for minor subcontractors. Only past performance of major subcontractors (as defined in L.16.4(a)) will be considered in the past performance evaluation.
- Q.3 L.16.4(a) Past Performance Factor Volume II says “Offerors, including joint ventures, major subcontractors (subcontracts estimated annual value greater than \$1,000,000), and the proposed Program Manager shall provide information on up to five past contracts.” Then L.16.4(h) requires the offeror provide the “Following performance data with explanatory remarks on contracts performed in the last three years. If a joint venture or prime-subcontractor relationship is proposed, the same information shall be provided for each company proposed.” Does this include minor subcontractors?
- A.3 Only past performance of major subcontractors (as defined in L.16.4(a)) will be considered in the past performance evaluation.
- Q.4 The RFP provides a technical basis of estimate made up of partial employees. This indicates that there may be more “heads” than FTE, which means that NASA may not have enough seats for all of the personnel working the contract. Should contractors propose both Contractor site and NASA site rates?
- A.4 Please reference attachment J-04, Installation-Accountable Government Property, for the list of government resources to be supplied under the RVGSS contract. Also, as stated in L.16.3.1, “the GREs are not intended to influence the offeror’s proposed estimates; however, they are provided to assist offerors in determining the general overall scope to support development of indirect rates and for development of their management and technical approaches.” Contractors shall propose resources that are consistent with their technical approach, staffing approach, and on-site and/or offsite rates, as appropriate.

- Q.5 If the Contractor will be including some personnel off-site (Contractor site), does NASA want separate rates calculated for NASA site and contractor site? If so, do we create our own excel template for this?
- A.5 The use of on-site and off-site rates for NASA contracts depends on the contractor's accounting structure. The Overhead Template (OHT) is to be used as a model for providing details of all other indirect rates tracked by the contractor's accounting system and included in this proposal. Instructions on providing the development of ALL indirect rates are located in the Cost Proposal instructions in Section L Volume IV of the RFP under Overhead Template (OHT).
- Q.6 It looks like the average direct labor rates used to develop fully burdened rates for each NASA SLC in the TC(b) and FBR worksheets are to be comprised of the direct labor rates of the proposed FTE working the sample task (not a composite of the employees in the company that would match that labor category). Is this a correct interpretation?  
(I.e., if there are 20 company personnel that fit an SLC description but we propose that only 2 of those will work on sample tasks, then we must use the average of those 2 personnel to calculate the average direct labor rate for the SLC vs. the 20.)
- A.6 It is the correct interpretation. If the contractor knows who would be working on this contract, then the most accurate proposed rate would be the composite of those employees' rates.
- Q.7 In reference to Cover Letter, page 2, Proposal Submissions, the due date/time noted in the cover letter is November 1, 2013, at no later than 1:30 CDT. Request, due to our inability to access the NASA Procurement website because of the U.S. Government shut down, that the due date for the proposal is extended one calendar day for each calendar day for which NASA procurement for this solicitation is shutdown.
- A.7 The due date for proposals has been extended to November 22.
- Q.8 Referencing Section L.16.4(c), page L-21, last bulleted paragraph states "Consent Letters executed by each subcontractor, teaming partner, joint venture partner, and proposed Program Manager authorizing the release of past performance information so the offeror can respond to such information. See sample consent letter at attachment L-09." The offeror suggests the requested consent letters be allowed as an attachment to this section and to not be subject to the section's page count limitation.

- A.8 The Government consents with this request. Table L-2, Overview of Proposal Volumes and Page Limitations, will be updated and amended to remove consent letters from the page count limitation.
- Q.9 Referencing Section L.16.7, page L-37, paragraph d, which states, “The offeror shall provide a Government Property Management Plan in accordance with DRD-13 and shall include information required by provision L.17, NFS 1852.245-80 Government Property Plan Information.” Table L-2, page L-12, for Volume V, does not list the referenced section or indicate a page count limitation. Request clarification as to how this plan is to be included (i.e. as an attachment in Volume V). Will a page count limitation be provided?
- A.9 Table L-2 will be updated and amended to include the Government Property Management Plan. This plan will not be included in the page count limitations for Volume V.
- Q.10 Referencing L.16.5, paragraphs (j), (k), and (l), which state:
- (i) Where an offeror chooses to request, from a civil servant employee at JSC, that a past performance questionnaire be submitted on its behalf for its proposed Program Manager, please be advised that a Limited Communications Notice (LCN) has been issued in conjunction with this solicitation. The LCN directs that all civil service personnel at JSC shall refrain from communicating with industry on any matters related to this competitive procurement; as a result, while the civil servants may respond to the past performance questionnaire, they will be unable to provide status to the offeror, or communicate in any other fashion with the offeror about that past performance request.
  - (j) If an offeror’s Past Performance volume proposes past performance data on any corporate parent or affiliated company that is not specifically identified as a proposed team member in the offeror’s Technical Acceptability volume, the offeror shall provide a narrative to address specific resources (workforce, management, facilities, or other resources) of the parent or affiliated company to be utilized and the degree to which these resources will be provided or relied upon for contract performance, such that this parent or affiliated company will have meaningful involvement in contract performance.
  - (k) Explain which divisions, business units, segments, or other organizations of your company are proposed to perform the effort. Provide information regarding the relationship and types of resources shared (workforce, management, facilities, or other resources) between

any divisions, business units, groups, segments, or other organizations in your company which are proposed to perform the effort.

(l) Provide an organizational chart displaying the relationships between corporate parents, affiliated companies, divisions, business units, groups, segments, or other organizations which are proposed to perform the same effort.

How is this information to be represented in Volume II of Section L? Are these three requirements attachments or additional information to be part of the section? Request that this information be submitted as attachments and not be part of the page count limitation for Volume II.

A.10 This information will be included in the page count limitations for Volume II. All attachments that are excluded from the page count limitation are identified in table L-2. The Government is increasing the page count limitation for Volume II to 36 pages in Amendment 2.

Q.11 Referencing L.16.2, table L-2 and L.16.3.2, paragraph MA4, which states,

“For those individuals proposed as key personnel listed in Clause H.3, provide their résumé details as prescribed in Attachment L-08, Key Personnel Résumé, including education (including licenses and certifications), current position, current significant responsibilities or projects, previous positions, and professional activities and achievements (including patents and significant publications). Additionally, the offeror shall provide evidence of commitment, for each individual proposed for a key position.”

Request that the key personnel resumes, as noted in Table L-2, be removed from the page count for Volume I and be submitted as an attachment to the volume.

A.11 Key Personnel Résumés remain included in the page count limitation of Volume I.

Q.12 Section L.16.2(c) states that, “Tables, charts, graphs, plans, figures, diagrams and schematics shall be used wherever practicable to depict organizations, systems, layout, and implementation schedules. These displays shall contain font sizes no smaller than a single spaced, non-compressed Arial 12 point, be uncomplicated, legible, and appropriate for the subject matter.”

Request that instruction be changed from Arial 12 point to allow no smaller than Arial 8 point for tables and figures.

A.12 All font sizes shall be no smaller than a single spaced, non-compressed Arial 12 point.

Q.13 L.16.3.1 states that “Proposed efficiencies and innovations, including any associated contract clauses, shall be included in Attachment J-12 of the model contract and be clearly identified with a specific SOW reference in the response to this evaluation factor.”

The referenced instruction is in the part of Section L which provides instructions on technical approach subfactor 1 (TA1). Table L-2 of the RFP shows that innovations and efficiencies are to be included in Volume 1 (Technical Approach, Section TA1). Should we interpret the referenced instruction to mean that offerors are also to describe their proposed innovations and efficiencies described in Attachment J-12, or can the innovations and efficiencies described in attachment J-12 be referred to from Volume 1, Section TA1? In addition, will the Government provide a format or DRD for the information offerors are to provide in Attachment J-12?

A.13 Efficiencies and innovations proposed in response to TA1 shall also be included in Attachment J-12. This submission may be in the offeror’s format, but shall conform to the instructions in L.16.2 and must be included in the offeror’s Volume V proposal. Attachment J-12 will not be used for evaluating Mission Suitability. Only information submitted in Volume I will be considered in the Mission Suitability evaluation.

Q.14 Will the RVGSS Pre-Proposal Conference be rescheduled?

A.14 Yes, the Pre-Proposal Conference has been rescheduled for October 30, 2013.